United Nations ST/SGB/2004/5

Secretariat

15 March 2004

Secretary-General's bulletin

Organization of the United Nations Office at Vienna

The Secretary-General, pursuant to Secretary-General's bulletin ST/SGB/1997/5, entitled "Organization of the Secretariat of the United Nations", and for the purpose of establishing the organizational structure of the United Nations Office at Vienna,[1] promulgates the following:

Section 1
General provision

The present bulletin shall apply in conjunction with Secretary-General's bulletin ST/SGB/1997/5, entitled "Organization of the Secretariat of the United Nations", and ST/SGB/2004/6 entitled "Organization of the United Nations Office on Drugs and Crime".

Section 2
Functions and organization

2.1 The United Nations Office at Vienna serves as the representative office of the Secretary-General in Vienna and performs representation and liaison functions with permanent missions, the host Government and other Governments and intergovernmental and non-governmental organizations in Vienna; manages and implements the programmes on the peaceful uses of outer space and on administration and conference services; provides administrative and other support services to United Nations Secretariat units; administers joint and common services for other organizations of the United Nations system located in Vienna; and manages the United Nations facilities in Vienna.

2.2 The Office is divided into organizational units as described in the present bulletin.

2.3 The Office is headed by a Director-General, at the Under-Secretary-General level, who also serves as the Executive Director of the United Nations Office on

[1] The United Nations Office at Vienna was established in 1979. In 1993, as a result of the restructuring of Secretariat offices and departments, responsibilities related to the programme on the peaceful uses of outer space were entrusted to the Director-General of the United Nations Office at Vienna. As part of the 1997 reform proposals, the Secretary-General decided to establish in Vienna the Office for Drug Control and Crime Prevention, which was renamed the Office on Drugs and Crime effective 1 October 2002, headed by an Executive Director.

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Drugs and Crime. The Director-General and the officials in charge of each organizational unit, in addition to the specific functions set out in the present bulletin, perform the general functions applicable to their positions, as set out in Secretary-General's bulletin ST/SGB/1997/5.

Section 3
Director-General

3.1 The Director-General is accountable to the Secretary-General.

3.2 The Director-General is responsible for all activities of the United Nations Office at Vienna and serves as the representative of the Secretary-General; performs representation and liaison functions with the host Government, permanent missions and intergovernmental and non-governmental organizations based in Vienna; provides executive direction and management to the programme on the peaceful uses of outer space; provides executive direction and management to the programmes of administration, conference services and other support and common services; is responsible for the management of the United Nations facilities in Vienna; and provides executive direction for the work of the United Nations Information Service in Vienna.

3.3 The Director-General may designate a director in the Office as Deputy Director-General to assist the Director-General in the performance of his or her functions and to act as officer-in-charge during his or her absence.

Section 4
Office of the Director-General

4.1 The functions of the Office of the Director-General are combined with those of the Office of the Executive Director of the United Nations Office on Drugs and Crime. The integrated Office of the Director-General/Executive Director is headed by a Chief, who is accountable to the Director-General/Executive Director.

4.2 The core functions of the Office of the Director-General are as follows:

(a) Assisting the Director-General in the overall direction and management of the United Nations Office at Vienna and the coordination of the activities of its units;

(b) Cooperating with the host Government and providing protocol services for the United Nations offices in Vienna, including processing letters of credentials for the heads of permanent missions in Vienna;

(c) Representing the Legal Counsel in Vienna, assisting the Director-General on all legal matters and providing legal services for entities of the United Nations Secretariat in Vienna;

(d) Arranging for representation of the United Nations at meetings and conferences held in Vienna;

(e) Coordinating with the United Nations Industrial Development Organization, the International Atomic Energy Agency and the Preparatory Commission for the Comprehensive Nuclear-Test-Ban Treaty Organization on common policy matters affecting the agencies based in Vienna;

(f) Maintaining liaison with the Executive Office of the Secretary-General and other Secretariat units at Headquarters.

Section 5
United Nations Information Service

5.1 The United Nations Information Service is headed by a Director, who is accountable to the Director-General and the Under-Secretary-General for Communications and Public Information.

5.2 The core functions of the Service are as follows:

(a) Providing information support to the Director-General, the United Nations Office at Vienna, the United Nations Office on Drugs and Crime and other United Nations organizations based in Vienna;

(b) Serving as the United Nations Information Centre for Austria, Hungary, Slovakia and Slovenia;

(c) Providing press, radio, television and photographic coverage of the activities and meetings of the substantive United Nations units and assisting in the coverage of other United Nations conferences and events held in Vienna;

(d) Maintaining liaison with media representatives, government officials, educational institutions and non-governmental organizations;

(e) Administering the Visitors Service, which conducts guided tours of the Vienna International Centre.

Section 6
Office for Outer Space Affairs

6.1 The Office for Outer Space Affairs is headed by a Director who is accountable to the Director-General.

6.2 The core functions of the Office are as follows:

(a) Assisting the Committee on the Peaceful Uses of Outer Space in its role as a focal point for international cooperation in space activities;

(b) Acting on behalf of the Secretary-General in fulfilling his or her responsibilities under the terms of space treaties and the declarations of legal principles of the United Nations;

(c) Planning and implementing the United Nations Programme on Space Applications, in particular for the benefit of developing countries, by organizing training courses, workshops and seminars, providing technical advisory services to develop indigenous capability, administering long-term fellowship programmes in the fields of space science and technology applications and managing the resources of the Trust Fund for the United Nations Programme on Space Applications to implement the technical cooperation activities of the Programme;

(d) Providing parliamentary services, including the preparation of scientific, technical, legal and policy studies, to the Committee on the Peaceful Uses of Outer Space at its annual sessions and to its two subcommittees and their subsidiary bodies; assisting in the formulation and adoption of legal instruments and standards relating to the exploration and peaceful uses of outer space; and providing

secretariat services to the annual Inter-Agency Meeting on Outer Space Activities and meetings of the Special Political and Decolonization Committee (Fourth Committee) of the General Assembly on issues relating to international cooperation in the peaceful uses of outer space;

(e) Managing the international space information service, including the following:

(i) Maintenance, on behalf of the Secretary-General, of the United Nations public register of information furnished in accordance with article IV of the Convention on Registration of Objects Launched into Outer Space and the dissemination of such information to Member States;

(ii) The acquisition and dissemination of data and information relating to space science and technology and their applications;

(iii) Maintenance of a database for the use of Member States and space-related intergovernmental and non-governmental organizations as well as an Internet home page for public access;

(f) Acting as the executive secretariat for periodic global conferences dealing with international cooperation in the use of space technology to assist in the solution of problems of global significance;

(g) Maintaining coordination and cooperation with space agencies and intergovernmental and non-governmental organizations involved in space-related activities.

Section 7
Division for Management

7.1 The Division for Management is headed by a Director, who also serves as the Director of the Division for Management of the United Nations Office on Drugs and Crime. He or she is accountable to the Director-General and is also responsible to the Under-Secretary-General for Management for ensuring that all regulations, rules and instructions of the Organization are followed.[2]

7.2 The core functions of the Division are as follows:[3]

(a) Maintaining liaison and negotiating at the inter-agency level with the United Nations Industrial Development Organization, the Preparatory Commission for the Comprehensive Nuclear-Test-Ban Treaty Organization and the International Atomic Energy Agency on all aspects of administrative arrangements at the Vienna International Centre;

[2] The Director of the Division, like other directors of administration and executive officers, is accountable to the head of the Office as a partner in administration for programme implementation. Directors of administration and executive/administration officers are also accountable to the central administration for the appropriate utilization of resources, both human and financial.

[3] Advisory, financial, human resources, information technology and representational services are provided for all United Nations Secretariat entities at Vienna by the Division for Management of the United Nations Office on Drugs and Crime, as set out in ST/SGB/2004/6, entitled "Organization of the United Nations Office on Drugs and Crime".

(b) Assisting the Director-General in negotiations with host-country authorities on all management issues relating to the implementation of headquarters agreements;

(c) Providing conference services to Secretariat offices and units and organizations of the United Nations system located in Vienna, in accordance with policies, procedures and practices established by the Under-Secretary-General for General Assembly and Conference Management in the exercise of his or her responsibility for conference services in New York, Geneva, Vienna and Nairobi;

(d) Providing security and safety services to the users, property and buildings of the Vienna International Centre;

(e) Providing support services, coordinating space planning, including the use of common space at the Vienna International Centre, administering garage facilities and providing commercial and communication services.

Section 8
Final provisions

8.1 The present bulletin shall enter into force on 15 March 2004.

8.2 Secretary-General's bulletin ST/SGB/1998/16 of 30 October 1998, entitled "Organization of the United Nations Office at Vienna", is hereby abolished.

(*Signed*) Kofi A. **Annan**
Secretary-General